

2004 FALL SPECIAL TOWN MEETING TIMELINE

STM: Monday, October 18, 2004

Fri. July 2, 2004	Deadline for town departments to submit placeholder articles for Fall STM
Tues. July 6, 2004	Selectmen to review placeholder articles
Mon. Aug 9, 2004	Deadline for petition articles and final text of other articles for Fall Special Town Meeting
Fri. Aug 13, 2004	5:00pm Deadline to submit Planning Board public hearing notices to Westford Eagle
Mon. Aug 16, 2004	Final Fall STM Warrant back from Town Counsel
Tues. Aug 17, 2004	Selectmen set Fall STM Warrant and begin taking positions on articles
Wed. Aug 18, 2004	FinCom votes on warrant articles
Thurs. Aug 19, 2004	First Planning Board Public Hearing Notice appears in Westford Eagle (at least 14 days before hearing date)
Wed. Aug 25, 2004	FinCom meets with Selectmen and Selectmen take positions on Financial Warrant Articles
Thurs . Aug 26, 2004	Second Planning Board Public Hearing Notice appears in Westford Eagle
Mon. Sept. 6, 2004	<i>Labor Day</i>
Tues., Sept. 7, 2004	Planning Board opens hearings on Zoning Articles
Tues., Sept. 14, 2004	Selectmen finalize STM Warrant
Tues., Sept. 14, 2004	State Primary
<i>Wed, Sept. 15, 2004</i>	<i>Rosh Hashanah begins at sundown</i>
<i>Thurs, Sept. 16, 2004</i>	<i>Rosh Hashanah</i>
Mon, Sept. 20, 2004	Planning Board closes hearings on Zoning Articles (at least 21 days before Fall STM if Planning Board does not submit a report with recommendation to Town Meeting)
<i>Fri, Sept. 24, 2004</i>	<i>Yom Kippur begins at sundown</i>
Tues., Sept. 28, 2004	3:00pm – All draft motions due at the Town Manager's Office
Wed., Sept. 29, 2004	Draft motions sent to Town Counsel
Mon, October 4, 2004	Fall Special Town Meeting Warrant posted (Bylaw Ch 51.2.C.1) – at least 14 days before STM

FINAL

1/14/2004 3:00pm; Amended 8/5/2004; 8/20/2004

Fri., October 8, 2004	Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst. Town Manager, Finance Director.
Fri. October 8, 2004	Deadline for mailing Fall STM notice to voters (Bylaw Ch 51.21.C.2) – at least 10 days prior to STM
Fri. October 8, 2004	Voter registration deadline for Fall STM
<i>Mon. October 11, 2004</i>	<i>Columbus Day</i>
Tues. October 12, 2004	Selectmen review motions and take positions on all articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
<i>Fri, October. 15, 2004</i>	<i>First of Ramadan</i>
Mon. October 18, 2004	Fall Special Town Meeting